

*Minutes approved by Public Safety Advisory Commission on February 24, 2016*

1. **ROLL CALL**

Meeting called to order by Vice Chairman Drue Garrison at 7:31 am

**Members Present:**

Tim Rippe, Glenn VanBlarcom, Drue Garrison & Nathan Seable via telephone conference call @ 7:32 am.

**Members Absent:** Robert Mills, Anne Niven

**Liaisons Non-Voting Representatives Present:**

Guy Storms, Nick Chan & Connie Potter (arrived @ 7:53 am)

**Liaisons Non-Voting Representatives Excused:**

Councilor Ron Thompson

**Others Present:**

Police Chief Janie Schutz, Fire Chief Michael Kinkade, Lauren Quinsland, Newstimes reporter Travis Loose and Sharon Cox.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS**

None at this time

4. **APPROVAL OF MINUTES**

There was a motion by Tim Rippe and a second by Glenn VanBlarcom to approve the minutes from December 9, 2015 as emailed.

**Motion Carried 4-0** Mills & Niven absent

5. **ADDITIONS/DELETIONS**

None

6. **STAFF REPORTS**

**Police Department** – Chief Schutz introduced Lauren Quinsland as their new Community Outreach Coordinator. Lauren said her position is to be a face in the community. She will help plan major events such as Coffee with a Cop, National Night Out and tours of the PD. She will be taking over the

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Neighborhood Watch Program and the new online version called Nextdoor and coupling that with Business Watch. She has been meeting with business owners in the downtown area trying to get cooperation established so these owners will communicate and look out for each other.

Another project that is taking a lot of her time is phone scams. They are receiving many calls a day from folks reporting phone scams. She will be speaking at several of the Assisted Living Facilities to talk to them about how they should answer the phone and when to hang up on these types of calls. She has also produced the Grove Watch newsletter which will be a quarterly publication.

Lauren said she will be helping with Parking Enforcement. She has not been trained in other Code Enforcement. They currently do not have a full time Code Enforcement Officer so several folks are sharing the duties at this time. Lauren will fill in for Captain Herb helping with Facebook responses and the Police Log.

Chief Schutz said they are somewhat challenged again with personnel shortages. One officer resigned on December 30<sup>th</sup> and one officer has left for Hillsboro PD. They have brought on a lateral transfer from Hubbard PD and hopefully bring on another lateral this coming Friday. They have a conditional offer of employment to Shawna Arns who will be their new Code Enforcement Officer.

The Citizen's Academy will be shortened this year and has been offered to FGHS seniors to complete their senior projects.

The next Coffee with a Cop will be on April 6<sup>th</sup> at McDonalds.

Chief Schutz and two Captains attended the Executive Leadership Training Seminar on January 12 – 14, 2016.

**Fire Department** – Chief Kinkade said his report covers the period from December 12, 2015 thru January 8, 2016. There have been several fires recently – one on Brittany Drive, one in Cornelius and one in Gaston.

Our toy drive served over 300 families helping over 1200 children.

Cooperative Work Efforts presentation to Forest Grove City Council will be on February 8<sup>th</sup>. All other participating agencies are in favor of moving forward with an IGA and to form a Fire Authority.

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The Department has received 32 applications for our Spring Volunteer Academy.

There will be a presentation on February 8<sup>th</sup> to the City Council for a Washington County GO Bond measure to replace/upgrade 911 Emergency equipment and facilities. It would replace 3000 radios, install and upgrade/retrofit radio towers, upgrades to fire station tap out systems and upgrade or replace the existing 911 operations center. They will be asking the voters to approve \$77 million in bonds. They are asking for all 19 user agencies to support this measure and will be presenting information to fire boards, city councils, etc. in the next few weeks.

Chief has met with Forest Grove SD and Gaston SD to help improve and understand each of their emergency operations plans. FGSD will be holding a reunification drill on Friday, January 29<sup>th</sup> that we will be observing.

**City Council** – Councilor Thompson was not able to attend due to another meeting conflict.

**7. NEW BUSINESS**

**Chair & Vice Chair Election** – There was a motion by Glenn VanBlarcom to nominate Nathan Seable for Chair and Drue Garrison for Vice Chair. Tim Rippe seconded the nomination. Discussion followed – Nathan asked if a non-voting member could be nominated to Chair or Vice Chair? Chief Kinkade read the Bylaws and said they do not specify whether you have to be a voting member. Nathan suggested those members should consider the positions. There was further discussion and it was determined that only voting members should hold these positions.

Both Nathan and Drue accepted the nomination to remain Chair and Vice-Chair for another term.

**Motion Carried 4-0** Mills & Niven absent  
Nathan ended the conference call @ 7:39 am

**8. OLD BUSINESS**

**Update on FD & PD Budget Preparation** – Chief Schutz said the City has had training with Department Heads in regards to preparation of this years' budget. She said they will be putting in a request for Body Worn Cameras. They will be presenting to City Council on March 28<sup>th</sup> the results from their 6 month pilot program. Tim Rippe asked if PSAC would be able to see the presentation and Chief Schutz said yes.

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**Update on PD building subcommittee** – Chief Schutz said she spoke with Paul Downey and he is working on getting an RFP out in regards to the next step in the building. As soon as she has any other information she will let them know.

**Follow up on City/School District communication regarding school safety and emergency response** – Connie Potter said they have continued training of staff and students in the standard response protocol as well as reaching out to their parent groups. The drill they have planned for Friday is for reunification. The site for this drill will be the Pacific University Stoller Center. They have staff and students participating and she explained the purpose of the drill and how it will run. They will start at 9 am and plan to be finished by 11 am. They will have observers from each of the schools, law enforcement agencies, other school districts and the fire department.

Chief Schutz said she wants to ensure the relationship between the School District and PD is as good as it possibly can be. House bill 4087 established the Oregon Task Force on School Safety.

The Task Force will be working on 4 aspects of school safety:

1. Develop a statewide school floor plan database
2. Standardize the terminology for school emergency management drills
3. Establish a statewide Tip line
4. Create a statewide threat assessment system

Chief Schutz said is looking forward to working with the School District on this project.

Connie said the School District is attending trainings and taking advantage of all resources available. She said the School District has a mobile app that has a Tip line in it. They have received several Tips and they check them all.

They also have a threat assessment team. This team deals with bullying and troubled behavior with students.

Nick Chan asked if they have a cost for the emergency kits needed in a lockdown situation for each classroom. Connie said they are working on getting the pricing and have talked to some of the parent groups for funding. He suggested the Firefighter Association as a possible funding source.

Nick also asked about the private schools in our area being notified of threats. Chief Schutz said that absolutely the private schools will be included in notifications.

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Glenn VanBlarcom asked what mode of transportation will be used to move the students to the reunification site. Connie said they will use their own bus system.

Tim Rippe asked about driver availability. Connie said their drivers are on call and the bus company assures them they will be able to support them. She said traffic/parking will be one of the major issues they will have to deal with.

Glenn asked about using Tri Met. Connie said they have not talked to Tri Met but they have discussed having dialog with them and Grove Link.

Tim Rippe asked if the PD is planning to do something similar with Pacific University. Chief Schutz said they have a good relationship with Pacific University Public Safety and invite them to train with them.

Tim Rippe said there is a student liaison position available for the PSAC. They should try to fill this as well as the vacant Pacific University admin position.

**COPS Grant** – Chief Schutz said they applied for a COPS Grant late last spring with permission from the Interim City Manager. The grant was written to provide 2 officer positions for building a trust coalition within the Latino community and the Inter Agency Gang Enforcement Team.

They received notification that they received the grant in September. She has not accepted the grant due to budget issues. Nothing was budgeted for the City's share of the grant during this fiscal year. The grant is for 2 positions, \$250,000.00 for both, for a period of 4 years and the City's share would be over \$600,000.00. She has received an extension until February 15<sup>th</sup> and will be talking to the grant folks today to see if she can work out something with them. She may have to decline the grant.

There was discussion regarding meeting with the City Manager. It was suggested contacting Congresswoman Bonamici or asking our federal representatives to help.

Nick Chan left @ 9:09 am

There was more discussion about reaching out to the Latino community.

Glenn VanBlarcom asked Chief Schutz to let Drue Garrison and Nathan Seable know the results of her phone call with the grant folks so if they need to have a discussion with the City Manager they could schedule it.

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Lauren suggested if they are looking to get a person to fill the student vacancy on PSAC they could possibly go through the Pacific Index (their student newspaper).

- 9. ANNOUNCEMENT OF NEXT MEETING** – February 24, 2016 at Fire Department

- 10. ADJOURN**  
The meeting was adjourned at 9:24 am.

Recorded & submitted by Sharon Cox, Administrative Assistant